Guidelines For Winter Quarter End Report- Final

Please carefully follow the current guidance, you will be graded how precise and detailed you followed the guidance. Grades for sections are inside of the brackets. If you missed the section, you will get zero for the section. If the section is not detailed enough, you will get partial credit for it.

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| **Section Name** | **Description/Notes** |
| Title Page | Self explanatory |
| Table of Contents | Self explanatory |
| Introduction/Abstract (5) | A brief summary of the project and the report (Company name, project title, objective, project scope) |
| Teams, Roles and Responsibilities  (10) | 1. Specifically talk about each member’s **DETAILED** contribution to the project 2. Specify roles such as “budget manager”, “team leader” etc.. 3. **Mention names of mentors (industry and faculty)** 4. SEE SECTION 2. of [Report Guide](https://canvas.uw.edu/courses/1515463/files?preview=88675912) for more details |
| Project Schedule  (7.5) | 1. Timeline - Include Updated Gantt Chart and Indicate any changes from the initial plan reported on the Project Plan. 2. Work breakdown structure (WBS) even if it is the same as the Project Plan. 3. **Highlight what needs to be done in Spring Quarter.** |
| Project Success Criteria  (5) | In your own words, list criteria that you need to fulfill for the project to be considered ‘successful’ by the end of the program. If applicable, break this into stretch goals and required goals. Indicate where are you at with achieving the criteria (completed, in progress, pending, removed - indicates that this goal has been removed) For example:   1. Design a system that does X (completed) 2. Implement a system that does X (in progress) 3. Test a system that does X (pending) 4. The system should be Y% accurate |
| System Requirements (7.5) | 1. SEE SECTION 5. of [Report Guide](https://canvas.uw.edu/courses/1515463/files?preview=88675912) for more details 2. This section involves more detailed requirements for each subsystem. Given your success criteria above, what requirements do you need to fulfill 3. You can go off the Project Plan document |
| Hardware/Software Design (20) | 1. This section should include your planned primary implementation of your project. **This should represent the complete design work for a working project** - code may need to be written, parts ordered or tested - but all functions and subsystems of your project should be considered. 2. Hardware/Software implementation should/can contain UMK, Interfacing and Timing Diagrams, Equations, screenshots or code/images/graphs etc. that depict the results, description of various software libraries etc. used. 3. Present your design starting from a top level functional view and potentially block diagram or high level architecture. Refine that view to present and explain each of the modules that comprise the major functional blocks. Discuss the flow of control through the design. Identify and discuss the specific processes/tasks you have implemented in your design. 4. Discuss any results and their implications as you move forward and how they address the sponsor’s requirements. |
| Design Procedure/Methods  (20) | 1. This section should include the primary technical justification of your project 2. **Include a Pugh Matrix if applicable** 3. **I**nclude Mathematical Models\calculations, statistical analysis used to arrive at decisions. (Ex. Machine learning models, t-test analysis) 4. Include preliminary test results used to inform any design or methodological decisions 5. Describe methods you used in your analysis. Provide a block diagram or flowchart that describes the order of operations. 6. Include tools used to arrive at your results. (Ex. specific hardware/software environments recommended by the sponsors, specific frameworks being used,etc ) 7. Trajectory of your design process. “We started out with…...but that didn’t work out because…….so we did this….that’s how the procedure went.” **Highlight what design/test work will be done in Spring Quarter.** |
| Test Design (10) | 1. Description of further test plan 2. How will you verify that your design functions as intended? 3. Applicable Circuit Diagrams/ Block Diagrams/ etc for any test procedure or equipment that must be developed |
| Realistic Constraints/ Relevant Engineering standards (5) | SEE SECTION 4. of [Report Guide](https://canvas.uw.edu/courses/1515463/files?preview=88675912) for more details |
| Project Resources/Budget  (5) | 1. Should only include costs that you have or will send purchase orders for. 2. If some costs or purchase orders will be covered directly by the company, indicate this information. 3. Include purchases that requires/required reimbursement. |
| Industry Sponsor Comments (5) | Please provide your industry sponsor’s comments on this document. |

IMPORTANT NOTES

1. For sections highlighted in ORANGE, it is recommended to refer to the RnD Report Guide PDF.
2. Please follow the above guidelines to craft your report document. You can add sections from the RnD Project Report Guide if you like, however since that format is not general enough, we will be sticking to this format for the report.
3. Most of the sections mentioned above are mandatory except for when mentioned and you will be graded based on this rubric (not the RnD Project Report Guide format). You can add new sections at your discretion.
4. Figures, Tables, Images should be labeled and described briefly.
5. **OPTIONAL:** Can use LaTEX to compile the report, might be easier/quicker. Check out Overleaf, a free online LaTEX compiling tool. This is a good place to start if you don’t know LaTEX but want to learn as you can edit documents in Rich Text and/or LaTEX.